

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

Ag 84M copy 1

UNITED STATES DEPARTMENT OF AGRICULTURE

MISCELLANEOUS PUBLICATION NO. 285

Washington, D. C.

Rev. ed.
follows

September, 1937

FEDERAL LEGISLATION, REGULATIONS, AND RULINGS AFFECT- ING COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

CONTENTS

Page	Rulings on the use of extension funds—Con.	Page	
Legislation concerning land-grant colleges.....	1	Limiting salaries paid out of supplementary	
First Morrill Act.....	1	and Capper-Ketcham funds.....	18
Amendment of first Morrill Act.....	3	Loss or misapplication of funds.....	18
Second Morrill Act.....	4	Offset funds.....	18
Source of funds.....	5	Publications—contents.....	19
Nelson amendment.....	6	Radio.....	19
Legislation authorizing cooperative extension		Reserve funds.....	19
work.....	6	Sabbatic leave.....	19
Smith-Lever Act.....	6	Transfer of funds.....	19
Capper-Ketcham Act.....	8	Travel of extension employees out of	
Hawaii Act.....	9	State.....	19
Alaska Act of 1929.....	9	Farm organizations—relations.....	20
Alaska Act of 1936.....	10	Examination of accounts.....	21
Puerto Rico Act.....	11	Bank deposits of Federal funds.....	21
Bankhead-Jones Act.....	12	Purposes for which Federal and offset	
Appropriations for extension work, 1936-37.....	14	funds may not be used.....	21
Payments to States, Hawaii, and Alaska		Extension accounting.....	22
Farmers' cooperative demonstration		Cancellations and repayments.....	23
work.....	15	Local accounts.....	23
Cooperative farm forestry.....	15	Vouchers.....	23
Federal funds available to the States and		Salaries or labor.....	23
Territories.....	16	Travel expenses.....	23
Rulings on the use of extension funds.....	16	Other expenses.....	23
Agencies to handle contributions from out-		Accounting by projects.....	23
side sources.....	16	Classification of extension accounts.....	24
Agricultural trains.....	17	Free mailing privilege.....	27
Exhibits at fairs.....	17	Regulations and rulings of the Post Office	
Heat, light, power, and janitor service.....	17	Department.....	28
Interest on Federal funds.....	17	Use of the penalty privilege by cooperative	
Legislation—influencing Members of Con-		extension employees.....	29
gress.....	17		

LEGISLATION CONCERNING LAND-GRANT COLLEGES

ACT OF 1862 DONATING LANDS FOR COLLEGES OF AGRICULTURE AND MECHANIC ARTS

[First Morrill Act]

AN ACT Donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That there be granted to the several States, for the purposes hereinafter mentioned, an amount of public land, to be apportioned to each State a quantity equal to thirty thousand acres for each Senator and Representative in Congress to which the States are respectively entitled by the apportionment under the census of eighteen hundred and sixty: *Provided,* That no mineral lands shall be selected or purchased; under the provisions of this act.

SEC. 2. *And be it further enacted,* That the land aforesaid, after being surveyed shall be apportioned to the several States in sections or subdivisions of

sections, not less than one-quarter of a section; and whenever there are public lands in a State subject to sale at private entry at one dollar and twenty-five cents per acre, the quantity to which said State shall be entitled shall be selected from such lands within the limits of such State, and the Secretary of the Interior is hereby directed to issue to each of the States in which there is not the quantity of public lands subject to sale at private entry at one dollar and twenty-five cents per acre to which said State may be entitled under the provisions of this act land scrip to the amount in acres for the deficiency of its distributive share; said scrip to be sold by said States and the proceeds thereof applied to the uses and purposes prescribed in this act and for no other use or purpose whatsoever: *Provided*, That in no case shall any State to which land scrip may thus be issued be allowed to locate the same within the limits of any other State or of any Territory of the United States, but their assignees may thus locate said land scrip upon any of the unappropriated lands of the United States subject to sale at private entry at one dollar and twenty-five cents, or less, per acre: *And provided further*, That not more than one million acres shall be located by such assignees in any one of the States: *And provided further*, That no such location shall be made before one year from the passage of this act.

SEC. 3. *And be it further enacted*, That all the expenses of management, superintendence, and taxes from date of selection of said lands, previous to their sales, and all expenses incurred in the management and disbursement of the moneys which may be received therefrom, shall be paid by the States to which they may belong, out of the treasury of said States, so that the entire proceeds of the sale of said lands shall be applied without any diminution whatever to the purposes hereinafter mentioned.

SEC. 4. (original). *And be it further enacted*, That all moneys derived from the sale of the lands aforesaid by the States to which the lands are apportioned, and from the sales of land scrip hereinbefore provided for, shall be invested in stocks of the United States or of the States, or some other safe stocks, yielding not less than five per centum upon the par value of said stocks; and that the moneys so invested shall constitute a perpetual fund, the capital of which shall remain forever undiminished (except so far as may be provided in section five of this act), and the interest of which shall be inviolably appropriated by each State which may take and claim the benefit of this act, to the endowment, support, and maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the States may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.

SEC. 4. (as amended Mar. 3, 1883). That all moneys derived from the sale of lands aforesaid by the States to which lands are apportioned, and from the sales of land scrip hereinbefore provided for, shall be invested in stocks of the United States or of the States, or some other safe stocks; or the same may be invested by the States having no State stocks in any other manner after the legislatures of such States shall have assented thereto, and engaged that such funds shall yield not less than five per centum upon the amount so invested and that the principal thereof shall forever remain unimpaired: *Provided*, That the moneys so invested or loaned shall constitute a perpetual fund, the capital of which shall remain forever undiminished (except so far as may be provided in section five of this act), and the interest of which shall be inviolably appropriated, by each State which may take and claim the benefit of this act, to the endowment, support, and maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the States may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.

SEC. 5. *And be it further enacted*, That the grant of land and land scrip hereby authorized shall be made on the following conditions, to which, as well as to the provisions hereinbefore contained, the previous assent of the several States shall be signified by legislative acts:

First. If any portion of the fund invested, as provided by the foregoing section, or any portion of the interest thereon, shall, by any action or con-

tendency, be diminished or lost, it shall be replaced by the State to which it belongs, so that the capital of the fund shall remain forever undiminished; and the annual interest shall be regularly applied without diminution to the purposes mentioned in the fourth section of this act, except that a sum, not exceeding ten per centum upon the amount received by any State under the provisions of this act, may be expended for the purchase of lands for sites or experimental farms whenever authorized by the respective legislatures and States.

Second. No portion of said fund, nor the interest thereon, shall be applied directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or buildings.

Third. Any State which may take and claim the benefit of the provisions of this act shall provide, within five years, at least not less than one college, as described in the fourth section of this act, or the grant to such State shall cease; and said State shall be bound to pay the United States the amount received of any lands previously sold and that the title to purchasers under the State shall be valid.

Fourth. An annual report shall be made regarding the progress of each college, recording any improvements and experiments made, with their cost and results, and such other matters, including State industrial and economical statistics, as may be supposed useful, one copy of which shall be transmitted by mail free, by each, to all the other colleges which may be endowed under the provisions of this act, and also one copy to the Secretary of the Interior.

Fifth. When lands shall be selected from those which have been raised to double the minimum price, in consequence of railroad grants, they shall be computed to the States at the maximum price and the number of acres proportionately diminished.

Sixth. No State while in a condition of rebellion or insurrection against the Government of the United States shall be entitled to the benefit of this act.

Seventh. No State shall be entitled to the benefits of this act unless it shall express its acceptance thereof by its legislature within two years from the date of its approval by the President.

SEC. 6. *And be it further enacted*, That land scrip issued under the provisions of this act shall not be subject to location until after the first day of January, one thousand eight hundred and sixty-three.

SEC. 7. *And be it further enacted*, That the land officers shall receive the same fees for locating land scrip issued under the provisions of this act as is now allowed for the location of military bounty land warrants under existing laws: *Provided*, That their maximum compensation shall not be thereby increased.

SEC. 8. *And be it further enacted*, That the governors of the several States to which scrip shall be issued under this act shall be required to report annually to Congress all sales made of such scrip until the whole shall be disposed of, the amount received for the same, and what appropriation has been made of the proceeds.

Approved, July 2, 1862 (12 Stat. L. 503).

ACT OF 1866 EXTENDING THE TIME WITHIN WHICH LAND-GRANT COLLEGES MAY BE ESTABLISHED

[Amendment of First Morrill Act]

AN ACT To amend the fifth section of an act entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," approved July 2, 1862, so as to extend the time within which the provisions of said act shall be accepted and such colleges established

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the time in which the several States may comply with the provisions of the act of July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," is hereby extended so that the acceptance of the benefits of the said act may be expressed within three years from the passage of this act, and the colleges required by the said act may be provided within five years from the date of the filing of such acceptance with the Commissioner of the General Land Office: *Provided*, That when any Territory shall become a State and be admitted into the Union such new State shall be entitled to the benefits of the

said act of July second, eighteen hundred and sixty-two, by expressing the acceptance therein required within three years from the date of its admission into the Union, and providing the college or colleges within five years after such acceptance, as prescribed in this act: *Provided further*, That any State which has heretofore expressed its acceptance of the act herein referred to shall have the period of five years within which to provide at least one college, as described in the fourth section of said act, after the time for providing said college, according to the act of July second, eighteen hundred and sixty-two, shall have expired.

Approved, July 23, 1866 (14 Stat. L. 208).

ACT OF 1890 FOR THE FURTHER ENDOWMENT OF LAND-GRANT COLLEGES

[Second Morrill Act]

AN ACT To apply a portion of the proceeds of the public lands to the more complete endowment and support of the colleges for the benefit of agriculture and the mechanic arts established under the provisions of an act of Congress approved July second, eighteen hundred and sixty-two

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there shall be, and hereby is, annually appropriated, out of any money in the Treasury not otherwise appropriated, arising from the sales of public lands, to be paid as hereinafter provided, to each State and Territory for the more complete endowment and maintenance of colleges for the benefit of agriculture and the mechanic arts now established, or which may be hereafter established, in accordance with an act of Congress approved July second, eighteen hundred and sixty-two, the sum of fifteen thousand dollars for the year ending June thirtieth, eighteen hundred and ninety, and an annual increase of the amount of such appropriation thereafter for ten years by an additional sum of one thousand dollars over the preceding year, and the annual amount to be paid thereafter to each State and Territory shall be twenty-five thousand dollars, to be applied only to instruction in agriculture, the mechanic arts, the English language and the various branches of mathematical, physical, natural, and economical science, with special reference to their applications in the industries of life and to the facilities for such instruction: *Provided*, That no money shall be paid out under this act to any State or Territory for the support and maintenance of a college where a distinction of race or color is made in the admission of students, but the establishment and maintenance of such colleges separately for white and colored students shall be held to be a compliance with the provisions of this act if the funds received in such State or Territory be equitably divided as hereinafter set forth: *Provided*, That in any State in which there has been one college established in pursuance of the act of July second, eighteen hundred and sixty-two, and also in which an educational institution of like character has been established, or may be hereafter established, and is now aided by such State from its own revenue, for the education of colored students in agriculture and the mechanic arts, however named or styled, or whether or not it has received money theretofore under the act to which this act is an amendment, the legislature of such State may propose and report to the Secretary of the Interior a just and equitable division of the fund to be received under this act, between one college for white students and one institution for colored students, established as aforesaid, which shall be divided into two parts, and paid accordingly and thereupon such institution for colored students shall be entitled to the benefits of this act and subject to its provisions, as much as it would have been if it had been included under the act of eighteen hundred and sixty-two, and the fulfillment of the foregoing provisions shall be taken as a compliance with the provision in reference to separate colleges for white and colored students.

SEC. 2. That the sums hereby appropriated to the States and Territories for the further endowment and support of colleges shall be annually paid on or before the thirty-first day of July of each year, by the Secretary of the Treasury, upon the warrant of the Secretary of the Interior, out of the Treasury of the United States, to the State or Territorial treasurer, or to such other officer as shall be designated by the laws of such State or Territory to receive the same, who shall upon the order of the trustees of the college or

the institution for colored students, immediately pay over said sums to the treasurers of the respective colleges or other institutions entitled to receive the same, and such treasurers shall be required to report to the Secretary of Agriculture and to the Secretary of the Interior on or before the first day of September of each year a detailed statement of the amount so received and of its disbursement. The grants of moneys authorized by this act are made subject to the legislative assent of the several States and Territories to the purpose of said grants: *Provided*, That payments of such installments of the appropriation herein made as shall become due to any State before the adjournment of the regular session of legislature meeting next after the passage of this act shall be made upon the assent of the governor thereof, duly certified to the Secretary of the Treasury.

SEC. 3. That if any portion of the moneys received by the designated officer of the State or Territory for the further and more complete endowment, support, and maintenance of colleges, or of institutions for colored students, as provided in this act, shall, by any action or contingency, be diminished or lost, or be misapplied, it shall be replaced by the State or Territory to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to such State or Territory; and no portion of said moneys shall be applied directly or indirectly, under any pretense whatever, to the purchase, erection, preservation, or repair of any building or buildings. An annual report by the president of each of said colleges shall be made to the Secretary of Agriculture, as well as to the Secretary of the Interior, regarding the condition and progress of each college, including statistical information in relation to its receipts and expenditures, its library, the number of its students and professors, and also as to any improvements and experiments made under the direction of any experiment stations attached to said colleges, with their cost and results and such other industrial and economical statistics as may be regarded as useful, one copy of which shall be transmitted by mail free to all other colleges further endowed under this act.

SEC. 4. That on or before the first day of July in each year, after the passage of this act, the Secretary of the Interior shall ascertain and certify to the Secretary of the Treasury as to each State and Territory whether it is entitled to receive its share of the annual appropriation for colleges, or of institutions for colored students, under this act, and the amount which thereupon each is entitled, respectively, to receive. If the Secretary of the Interior shall withhold a certificate from any State or Territory of its appropriation, the facts and reasons therefor shall be reported to the President, and the amount involved shall be kept separate in the Treasury until the close of the next Congress, in order that the State or Territory may, if it should so desire, appeal to Congress from the determination of the Secretary of the Interior. If the next Congress shall not direct such sum to be paid, it shall be covered into the Treasury. And the Secretary of the Interior is hereby charged with the proper administration of this law.

SEC. 5 That the Secretary of the Interior shall annually report to Congress the disbursements which have been made in all the States and Territories, and also whether the appropriation of any State or Territory has been withheld, and, if so, the reasons therefor.

SEC. 6. Congress may at any time amend, suspend, or repeal any or all of the provisions of this act.

Approved, August 30, 1890 (26 Stat. L. 417).

SOURCE OF FUNDS

Extract from an act providing for free homesteads on the public lands

In the event that the proceeds of the annual sales of the public lands shall not be sufficient to meet the payments heretofore provided for agricultural colleges and experimental stations by an act of Congress, approved August 30, 1890 [26 Stat. L. 417], for the more complete endowment and support of the colleges for the benefit of agriculture and mechanic arts, established under the provisions of an act of Congress, approved July 2, 1862 [12 Stat. L. 503], such deficiency shall be paid by the United States.

Approved, May 17, 1900.

NELSON AMENDMENT FURTHER ENDOWING THE LAND-GRANT COLLEGES

Extract from the act making appropriations for the United States Department of Agriculture for the fiscal year ended June 30, 1908

* * * That there shall be, and hereby is, annually appropriated, out of any money in the Treasury not otherwise appropriated, to be paid as hereinafter provided, to each State and Territory for the more complete endowment and maintenance of agricultural colleges now established, or which may hereafter be established, in accordance with the act of Congress approved July second, eighteen hundred and sixty-two, and the act of Congress approved August thirtieth, eighteen hundred and ninety, the sum of five thousand dollars, in addition to the sums named in the said act, for the fiscal year ending June thirtieth, nineteen hundred and eight, and an annual increase of the amount of such appropriation thereafter for four years by an additional sum of five thousand dollars over the preceding year, and the annual sum to be paid thereafter to each State and Territory shall be fifty thousand dollars, to be applied only for the purposes of the agricultural colleges as defined and limited in the act of Congress approved July second, eighteen hundred and sixty-two, and the act of Congress approved August thirtieth, eighteen hundred and ninety.

That the sum hereby appropriated to the States and Territories for the further endowment and support of the colleges shall be paid by, to, and in the manner prescribed by the act of Congress approved August thirtieth, eighteen hundred and ninety, entitled "An act to apply a portion of the proceeds of the public lands to the more complete endowment and support of the colleges for the benefit of agriculture and the mechanic arts established under the provisions of an act of Congress approved July second, eighteen hundred and sixty-two," and the expenditure of the said money shall be governed in all respects by the provisions of the said act of Congress approved July second, eighteen hundred and sixty-two, and the said act of Congress approved August thirtieth, eighteen hundred and ninety: *Provided*, That said colleges may use a portion of this money for providing courses for the special preparation of instructors for teaching the elements of agriculture and the mechanic arts.

Approved, March 4, 1907 (34 Stat. L. 1256, 1281).

LEGISLATION AUTHORIZING COOPERATIVE EXTENSION WORK

ACT OF 1914 PROVIDING FOR COOPERATIVE EXTENSION WORK

[Smith-Lever Act]

AN ACT To provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and of acts supplementary thereto, and the United States Department of Agriculture

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of the same, there may be inaugurated in connection with the college or colleges in each State now receiving, or which may hereafter receive, the benefits of the act of Congress approved July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts" (Twelfth Statutes at Large, page five hundred and three), and of the act of Congress approved August thirtieth, eighteen hundred and ninety (Twenty-sixth Statutes at Large, page four hundred and seventeen and chapter eight hundred and forty-one), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture: *Provided*, That in any State in which two or more such colleges have been or hereafter may be established the appropriations hereinafter made to such State shall be administered by such college or colleges as the legislature of such State may direct: *Provided further*, That, pending the inauguration and development of the cooperative extension work herein authorized, nothing in this act shall be construed to discontinue either the farm management work or the farmers' cooperative demonstration work as now conducted by the Bureau of Plant Industry of the Department of Agriculture.

SEC. 2. That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act.

SEC. 3. That for the purpose of paying the expenses of said cooperative agricultural extension work and the necessary printing and distributing of information in connection with the same, there is permanently appropriated, out of any money in the Treasury not otherwise appropriated, the sum of \$480,000 for each year, \$10,000 of which shall be paid annually, in the manner hereinafter provided, to each State which shall by action of its legislature assent to the provisions of this act: *Provided*, That payments of such installments of the appropriation hereinbefore made as shall become due to any State before the adjournment of the regular session of the legislature meeting next after the passage of this act may, in the absence of prior legislative assent, be made upon the assent of the governor thereof, duly certified to the Secretary of the Treasury; *Provided further*, That there is also appropriated an additional sum of \$600,000 for the fiscal year following that in which the foregoing appropriation first becomes available, and for each year thereafter for seven years a sum exceeding by \$500,000 the sum appropriated for each preceding year, and for each year thereafter there is permanently appropriated for each year the sum of \$4,100,000 in addition to the sum of \$480,000 hereinbefore provided; *Provided further*, That before the funds herein appropriated shall become available to any college for any fiscal year plans for the work to be carried on under this act shall be submitted by the proper officials of each college and approved by the Secretary of Agriculture. Such additional sums shall be used only for the purposes hereinafter stated, and shall be allotted annually to each State by the Secretary of Agriculture and paid in the manner hereinbefore provided, in the proportion which the rural population of each State bears to the total rural population of all the States as determined by the next preceding Federal census: *Provided further*, That no payment out of the additional appropriations herein provided shall be made in any year to any State until an equal sum has been appropriated for that year by the legislature of such State, or provided by State, county, college, local authority, or individual contributions from within the State, for the maintenance of the cooperative agricultural extension work provided for in this act.

SEC. 4. That the sums hereby appropriated for extension work shall be paid in equal semiannual payments on the first day of January and July of each year by the Secretary of the Treasury upon the warrant of the Secretary of Agriculture, out of the Treasury of the United States, to the treasurer or other officer of the State duly authorized by the laws of the State to receive the same; and such officer shall be required to report to the Secretary of Agriculture, on or before the first day of September of each year, a detailed statement of the amount so received during the previous fiscal year, and of its disbursement, on forms prescribed by the Secretary of Agriculture.

SEC. 5. That if any portion of the moneys received by the designated officer of any State for the support and maintenance of cooperative agricultural extension work, as provided in this act, shall by any action or contingency be diminished or lost or be misapplied, it shall be replaced by said State to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to said State, and no portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in colleges, promoting agricultural trains, or any other purpose not specified in this act, and not more than five per centum of each annual appropriation shall be applied to the printing and distribution of publications. It shall be the duty of each of said colleges annually, on or before the first day of January, to make to the governor of the State in which it is located a full and detailed report of its operations in the direction of extension work as defined in this act, including a detailed statement of receipts and expenditures from all sources for this purpose, a copy of which report shall be sent to the Secretary of Agriculture and to the Secretary of the Treasury of the United States.

SEC. 6. That on or before the first day of July in each year after the passage of this act, the Secretary of Agriculture shall ascertain and certify to the Sec-

retary of the Treasury as to each State whether it is entitled to receive its share of the annual appropriation for cooperative agricultural extension work under this act, and the amount which it is entitled to receive. If the Secretary of Agriculture shall withhold a certificate from any State of its appropriation, the facts and reasons therefor shall be reported to the President, and the amount involved shall be kept separate in the Treasury until the expiration of the Congress next succeeding a session of the legislature of any State from which a certificate has been withheld, in order that the State may, if it should so desire, appeal to Congress from the determination of the Secretary of Agriculture. If the next Congress shall not direct such sum to be paid, it shall be covered into the Treasury.

SEC. 7. That the Secretary of Agriculture shall make an annual report to Congress of the receipts, expenditures, and results of the cooperative agricultural extension work in all of the States receiving the benefits of this act, and also whether the appropriation of any State has been withheld, and if so, the reasons therefor.

SEC. 8. That Congress may at any time alter, amend, or repeal any or all of the provisions of this act.

Approved, May 8, 1914 (38 Stat. L. 372).

**ACT OF 1928 PROVIDING FOR FURTHER DEVELOPMENT OF AGRICULTURAL
EXTENSION WORK**

[Capper-Ketcham Act]

AN ACT To provide for the further development of agricultural extension work between the agricultural colleges in the several States receiving the benefits of the act entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," approved July 2, 1862, and all acts supplementary thereto, and the United States Department of Agriculture

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to further develop the cooperative extension system as inaugurated under the act entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of the act of Congress approved July 2, 1862, and all acts supplementary thereto, and the United States Department of Agriculture," approved May 8, 1914, there is hereby authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, for the purpose of paying the expenses of the cooperative extension work in agriculture and home economics, and the necessary printing and distributing of information in connection with the same, the sum of \$980,000 for each year, \$20,000 of which shall be paid annually, in the manner hereinafter provided, to each State and the Territory of Hawaii which shall by action of its legislature assent to the provisions of this act. The payment of such installments of the appropriations hereinbefore made as shall become due to any State or Territory before the adjournment of the regular session of the legislature meeting next after the passage of this act may, in the absence of prior legislative assent, be made upon the assent of the governor thereof, duly certified to the Secretary of the Treasury. There is hereby authorized to be appropriated for the fiscal year following that in which the foregoing appropriation first becomes available, and for each year thereafter, the sum of \$500,000. The additional sums appropriated under the provisions of this act shall be subject to the same conditions and limitations as the additional sums appropriated under such act of May 8, 1914, except that (1) at least 80 per centum of all appropriations under this act shall be utilized for the payment of salaries of extension agents in counties of the several States to further develop the cooperative extension system in agriculture and home economics with men, women, boys, and girls; (2) funds available to the several States and the Territory of Hawaii under the terms of this act shall be so expended that the extension agents appointed under its provisions shall be men and women in fair and just proportions; (3) the restriction on the use of these funds for the promotion of agricultural trains shall not apply.

SEC. 2. The sums appropriated under the provisions of this act shall be in addition to, and not in substitution for, sums appropriated under such act of May 8, 1914, or sums otherwise annually appropriated for cooperative agricultural extension work.

Approved, May 22, 1928 (45 Stat. L. 711).

ACT OF 1928 EXTENDING THE BENEFITS OF THE EXPERIMENT STATION AND EXTENSION ACTS TO HAWAII

AN ACT To extend the benefits of certain acts of Congress to the Territory of Hawaii

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That beginning with the fiscal year ending June 30, 1929, the Territory of Hawaii shall be entitled to share in the benefits of the act entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July 2, 1862, and of the acts supplementary thereto," approved March 2, 1887, as amended and supplemented, and of the act entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862, and of acts supplementary thereto, and the United States Department of Agriculture," approved May 8, 1914, and of acts supplementary thereto: *Provided*, That the experiment station so established shall be conducted jointly and in collaboration with the existing Federal experiment station in Hawaii in enlarging and expanding the work of the said Federal station on cooperative plans approved by the Secretary of Agriculture; and the Secretary of Agriculture shall coordinate the work of the Territorial station with that of the Federal station and of the United States Department of Agriculture in the islands: *Provided further*, That the Territory of Hawaii shall make provisions for such additional buildings and permanent equipment as may be necessary for the development of the work.

Sec. 2. To carry into effect the above provisions for extending to Hawaii the benefits of the act of March 2, 1887, and supplementary acts in the order and amounts designated by these acts, the following sums are hereby authorized to be appropriated in addition to the amounts appropriated to the Department of Agriculture for use in Hawaii: \$15,000 for the fiscal year ending June 30, 1930; \$20,000 for the fiscal year ending June 30, 1931; \$22,000 for the fiscal year ending June 30, 1932; \$24,000 for the fiscal year ending June 30, 1933; \$26,000 for the fiscal year ending June 30, 1934; \$28,000 for the fiscal year ending June 30, 1935; \$30,000 for the fiscal year ending June 30, 1936; \$50,000 for the fiscal year ending June 30, 1937; \$60,000 for the fiscal year ending June 30, 1938; \$70,000 for the fiscal year ending June 30, 1939; \$80,000 for the fiscal year ending June 30, 1940; and \$90,000 for the fiscal year ending June 30, 1941, and thereafter a sum equal to that provided for each State and Territory for agricultural experiment stations established under the act of March 2, 1887.

Sec. 3. The permanent annual appropriations provided for in section 3 of said act of May 8, 1914, and of acts supplementary thereto are hereby authorized to be increased by an amount necessary to carry out the provisions of this act but without diminishing or increasing the amount which any State is entitled to under the provisions of said act of May 8, 1914, and of acts supplementary thereto.

Approved, May 16, 1928 (45 Stat. L. 571).

ACT OF 1929 EXTENDING THE BENEFITS OF THE HATCH ACT AND THE SMITH-LEVER ACT TO THE TERRITORY OF ALASKA

AN ACT To extend the benefits of the Hatch Act and the Smith-Lever Act to the Territory of Hawaii

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following acts, to wit, an act entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an Act approved July 2, 1862, and of the acts supplementary thereto," approved March 2, 1887, as amended and supplemented, and known as the Hatch Act; and an act entitled "An act to provide for cooperative extension work between the agricultural colleges in the United States receiving the benefits of an act of Congress approved July 2, 1862, and of acts supplementary thereto, and the United States Department of Agriculture," approved May 8, 1914, and known as the Smith-Lever Act, be and the same are hereby, extended to the Territory of Alaska: *Provided*, That no appropriations shall be made under this act until annually estimated as to funds and amounts by

the Secretary of Agriculture; the estimates to be based upon his determination of the ability of the Territory of Alaska to make effective use of the funds.

With the approval of the Secretary of Agriculture, agricultural experiment substations, to the number of not more than two, may be maintained under the provisions of the Hatch Act.

Approved, February 23, 1929 (45 Stat. L. 1256).

ACT OF 1936 EXTENDING THE BENEFITS OF THE ADAMS ACT, THE PURNELL ACT, AND THE CAPPER-KETCHAM ACT TO THE TERRITORY OF ALASKA

AN ACT To extend the benefits of the Adams Act, the Purnell Act, and the Capper-Ketcham Act to the Territory of Alaska, and for other purposes

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following acts, to wit, an act entitled "An act to provide for an increased annual appropriation for agricultural experiment stations and regulating the expenditure thereof", approved March 16, 1906, and known as the Adams Act; an act entitled "An act to authorize the more complete endowment of agricultural experiment stations, and for other purposes", approved February 24, 1925, and known as the Purnell Act; and an act entitled "An act to provide for the further development of agricultural extension work between the agricultural colleges in the several States receiving the benefit of the act entitled 'An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts', approved July 2, 1862, and all acts supplementary thereto, and the United States Department of Agriculture", approved May 22, 1928, and known as the Capper-Ketcham Act, be, and the same are hereby, extended to the Territory of Alaska.

SEC. 2. To carry into effect the above provisions for extending to the Territory of Alaska to the extent herein provided, the benefits of the said Adams Act and the said Purnell Act the following sums are hereby authorized to be appropriated: For the fiscal year ending June 30, 1937, \$5,000; for the fiscal year ending June 30, 1938, \$7,500; for the fiscal year ending June 30, 1939, \$10,000; for the fiscal year ending June 30, 1940, \$12,500; for the fiscal year ending June 30, 1941, \$15,000; for the fiscal year ending June 30, 1942, \$17,500; for the fiscal year ending June 30, 1943, \$20,000; for the fiscal year ending June 30, 1944, \$22,500; for the fiscal year ending June 30, 1945, \$27,500; for the fiscal year ending June 30, 1946, \$32,500; for the fiscal year ending June 30, 1947, \$37,500; and thereafter a sum equal to one-half of that provided for each State and Territory under the said Adams Act and the said Purnell Act: *Provided*, That no appropriations shall be made under this act until annually estimated as to funds and amounts by the Secretary of Agriculture, the estimates to be based upon his determination of the ability of the Territory of Alaska to make effective use of the funds in maintaining agricultural experiment stations.

SEC. 3. To carry into effect the above provisions for extending to the Territory of Alaska, to the extent herein provided, the benefits of the said Capper-Ketcham Act the following sums are hereby authorized to be appropriated: For the fiscal year ending June 30, 1937, \$2,500; for the fiscal year ending June 30, 1938, \$5,000; for the fiscal year ending June 30, 1939, \$7,500; for the fiscal year ending June 30, 1940, and annually thereafter, \$10,000: *Provided*, That no appropriations shall be made under this act until annually estimated as to funds and amounts by the Secretary of Agriculture, the estimates to be based upon his determination of the ability of the Territory of Alaska to make effective use of the funds: *And provided further*, That whereas the said Capper-Ketcham Act provides that "at least 80 per centum of all appropriations under this act shall be utilized for the payment of salaries of extension agents in counties of the several States to further develop the cooperative extension system in agriculture and home economics with men, women, boys, and girls", the several established judicial divisions of the Territory of Alaska, as the same shall exist from time to time, shall be considered as counties for the purpose of complying with the provisions of this act until a subdivision of the Territory of Alaska into counties is effected.

Approved, June 20, 1936.

ACT OF 1931 EXTENDING THE BENEFITS OF THE EXPERIMENT STATION AND
EXTENSION ACTS TO PUERTO RICO

AN ACT To coordinate the agricultural-experiment-station work and to extend the benefits of certain acts of Congress to the Territory of Puerto Rico

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That beginning with the fiscal year ending June 30, 1933, the Territory of Puerto Rico shall be entitled to share in the benefits of the act entitled "An act to establish agricultural experiment stations in connection with the colleges established in the several States under the provisions of an act approved July 2, 1862, and of the acts supplementary thereto," approved March 2, 1887, as amended and supplemented, and of the act entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862, and of acts supplementary thereto, and the United States Department of Agriculture," approved May 8, 1914, and of acts supplementary thereto: *Provided,* That the experiment station so established shall be connected with the College of Agriculture of the University of Puerto Rico and it shall be conducted jointly and in collaboration with the existing Federal experiment station in Puerto Rico in enlarging and expanding the work of the said Federal station on cooperative plans approved by the Secretary of Agriculture; and the Secretary of Agriculture shall coordinate the work of the Territorial stations with that of the Federal station and of the United States Department of Agriculture in the island: *Provided further,* That the several experiment stations now conducted by the insular government shall be transferred to and coordinated with the experiment station of the College of Agriculture of the University of Puerto Rico, together with whatever funds that are available for the support of the same, and the Secretary of Agriculture may at his discretion transfer such land, buildings, and equipment as he may deem necessary to the experiment station of the College of Agriculture of the University of Puerto Rico: *Provided further,* That the Territory of Puerto Rico shall make provision for such additional buildings and permanent equipment as may be necessary for the development of the work.

SEC. 2. To carry into effect the above provisions for extending to Puerto Rico the benefits of the act of March 2, 1887, and supplementary acts in the order and amounts designated by these acts, the following sums are hereby authorized to be appropriated in addition to the amounts appropriated to the Department of Agriculture for use in Puerto Rico: \$15,000 for the fiscal year ending June 30, 1933; \$20,000 for the fiscal year ending June 30, 1934; \$25,000 for the fiscal year ending June 30, 1935; \$30,000 for the fiscal year ending June 30, 1936; \$35,000 for the fiscal year ending June 30, 1937; \$40,000 for the fiscal year ending June 30, 1938; \$45,000 for the fiscal year ending June 30, 1939; \$50,000 for the fiscal year ending June 30, 1940; \$60,000 for the fiscal year ending June 30, 1941; \$70,000 for the fiscal year ending June 30, 1942; \$80,000 for the fiscal year ending June 30, 1943; and \$90,000 for the fiscal year ending June 30, 1944, and thereafter a sum equal to that provided for each State and Territory for agricultural experiment stations established under the act of March 2, 1887.

SEC. 3. The permanent annual appropriations provided for in section 3 of said act of May 8, 1914, and of acts supplementary thereto are hereby authorized to be increased by an amount necessary to carry out the provisions of this act, but without diminishing or increasing the amount to which any State or the Territory of Hawaii is entitled under the provisions of said act of May 8, 1914, and of acts supplementary thereto: *Provided,* That for the fiscal year 1933 the total amount available to the Territory of Puerto Rico under the terms of the act of May 8, 1914, shall be \$50,000, this amount to be increased by \$10,000 annually, or such part thereof as may be necessary, until the total to which Puerto Rico is entitled under the provisions of this act is reached. Participation in other Federal appropriations for cooperative extension work, including those authorized by the act of May 22, 1928, shall be at such times and in such amounts as shall be estimated by the Secretary of Agriculture and appropriated by the Congress.

Approved, March 4, 1931.

ACT OF 1935 PROVIDING FOR AGRICULTURAL RESEARCH, FURTHER DEVELOPMENT OF COOPERATIVE AGRICULTURAL EXTENSION WORK, AND MORE COMPLETE ENDOWMENT AND SUPPORT OF LAND-GRANT COLLEGES

[Bankhead-Jones Act]

AN ACT To provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

TITLE I

SECTION 1. The Secretary of Agriculture is authorized and directed to conduct research into laws and principles underlying basic problems of agriculture in its broadest aspects; research relating to the improvement of the quality of, and the development of new and improved methods of production of, distribution of, and new and extended uses and markets for, agricultural commodities and byproducts and manufactures thereof; and research relating to the conservation, development, and use of land and water resources for agricultural purposes. Research authorized under this section shall be in addition to research provided for under existing law (but both activities shall be coordinated so far as practicable) and shall be conducted by such agencies of the Department of Agriculture as the Secretary may designate or establish.

SEC. 2. The Secretary is also authorized and directed to encourage research similar to that authorized under section 1 to be conducted by agricultural experiment stations established or which may hereafter be established in pursuance of the act of March 2, 1887, providing for experiment stations, as amended and supplemented, by the allotment and payment as provided in section 5 to Puerto Rico and the States and Territories for the use of such experiment stations of sums appropriated therefor pursuant to this title.

SEC. 3. For the purposes of this title there is authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, the sum of \$1,000,000 for the fiscal year beginning after the date of the enactment of this title, and for each of the four fiscal years thereafter \$1,000,000 more than the amount authorized for the preceding fiscal year, and \$5,000,000 for each fiscal year thereafter. Moneys appropriated in pursuance of this title shall also be available for the purchase and rental of land and the construction of buildings necessary for conducting research provided for in this title, for the equipment and maintenance of such buildings, and for printing and disseminating the results of research. Sums appropriated in pursuance of this title shall be in addition to, and not in substitution for, appropriations for research or other activities of the Department of Agriculture and sums appropriated or otherwise made available for agricultural experiment stations.

SEC. 4. Forty per centum of the sums appropriated for any fiscal year under section 3 shall be available for the purposes of section 1: *Provided*, That not to exceed 2 per centum of the sums appropriated may be used for the administration of section 5 of this title. The sums available for the purposes of section 1 shall be designated as the "Special research fund, Department of Agriculture", and no part of such special fund shall be used for the prosecution of research heretofore instituted or for the prosecution of any new research project except upon approval in writing by the Secretary. One-half of such special research fund shall be used by the Secretary for the establishment and maintenance of research laboratories and facilities in the major agricultural regions at places selected by him and for the prosecution, in accordance with section 1, of research at such laboratories.

SEC. 5. (a) Sixty per centum of the sums appropriated for any fiscal year under section 3 shall be available for the purposes of section 2. The Secretary shall allot, for each fiscal year for which an appropriation is made, to Puerto Rico and each State and Territory an amount which bears the same ratio to the total amount to be allotted as the rural population of Puerto Rico or the State or Territory bears to the rural population of Puerto Rico and all the States and Territories as determined by the last preceding decennial census. No allot-

ment and no payment under any allotment shall be made for any fiscal year in excess of the amount which Puerto Rico or the State or Territory makes available for such fiscal year out of its own funds for research and for the establishment and maintenance of necessary facilities for the prosecution of such research. If Puerto Rico or any State or Territory fails to make available for such purposes for any fiscal year a sum equal to the total amount to which it may be entitled for such year, the remainder of such amount shall be withheld by the Secretary. The total amount so withheld may be allotted by the Secretary of Agriculture to Puerto Rico and the States and Territories which make available for such year an amount equal to that part of the total amount withheld which may be allotted to them by the Secretary of Agriculture, but no such additional allotment to Puerto Rico or any State or Territory shall exceed the original allotment to Puerto Rico or such State or Territory for that year by more than 20 per centum thereof.

(b) The sums authorized to be allotted to Puerto Rico and the States and Territories shall be paid annually in quarterly payments on July 1, October 1, January 1, and April 1. Such sums shall be paid by the Secretary of the Treasury upon warrant of the Secretary of Agriculture in the same manner and subject to the same administrative procedure set forth in the act of March 2, 1887, as amended June 7, 1888.

SEC. 6. As used in this title the term "Territory" means Alaska, and Hawaii.

SEC. 7. The Secretary of Agriculture is authorized and directed to prescribe such rules and regulations as may be necessary to carry out this act.

SEC. 8. The right to alter, amend, or repeal this act is hereby expressly reserved.

TITLE II

SEC. 21. In order to further develop the cooperative extension system as inaugurated under the act entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of the act of Congress approved July 2, 1862, and all acts supplementary thereto, and the United States Department of Agriculture", approved May 8, 1914 (U. S. C., title 7, secs. 341-348), there is hereby authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, for the purpose of paying the expenses of cooperative extension work in agriculture and home economics and the necessary printing and distribution of information in connection with the same, the sum of \$8,000,000 for the fiscal year beginning after the date of the enactment of this title, and for the fiscal year following the first fiscal year for which an appropriation is made in pursuance of the foregoing authorization the additional sum of \$1,000,000, and for each succeeding fiscal year thereafter an additional sum of \$1,000,000 until the total appropriations authorized by this section shall amount to \$12,000,000 annually, the authorization to continue in that amount for each succeeding fiscal year. The sums appropriated in pursuance of this section shall be paid to the several States and the Territory of Hawaii in the same manner and subject to the same conditions and limitations as the additional sums appropriated under the act of May 8, 1914, except that (1) \$980,000 shall be paid to the several States and the Territory of Hawaii in equal shares; (2) the remainder shall be paid to the several States and the Territory of Hawaii in the proportion that the farm population of each bears to the total farm population of the several States and the Territory of Hawaii, as determined by the last preceding decennial census, and (3) the several States and the Territory of Hawaii shall not be required to offset the allotments authorized in this section. The sums appropriated pursuant to this section shall be in addition to, and not in substitution for, sums appropriated under such act of May 8, 1914, as amended and supplemented, or sums otherwise appropriated for agricultural extension work. Allotments to any State or the Territory of Hawaii for any fiscal year from the appropriations herein authorized shall be available for payment to such State or the Territory of Hawaii only if such State or the Territory of Hawaii complies, for such fiscal year, with the provisions with reference to offset of appropriations (other than appropriations under this section) for agricultural extension work.

SEC. 22. In order to provide for the more complete endowment and support of the colleges in the several States and the Territory of Hawaii entitled to

the benefits of the act entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts", approved July 2, 1862, as amended and supplemented (U. S. C., title 7, secs. 301-32S; Supp. VII, sec. 304), there are hereby authorized to be appropriated annually, out of any money in the Treasury not otherwise appropriated, the following amounts:

(a) For the fiscal year beginning after the date of the enactment of this act, and for each fiscal year thereafter, \$980,000; and

(b) For the fiscal year following the first fiscal year for which an appropriation is made in pursuance of paragraph (a) \$500,000, and for each of the two fiscal years thereafter \$500,000 more than the amount authorized to be appropriated for the preceding fiscal year, and for each fiscal year thereafter \$1,500,000. The sums appropriated in pursuance of paragraph (a) shall be paid annually to the several States and the Territory of Hawaii in equal shares. The sums appropriated in pursuance of paragraph (b) shall be in addition to sums appropriated in pursuance of paragraph (a) and shall be allotted and paid annually to each of the several States and the Territory of Hawaii in the proportion which the total population of each such State and the Territory of Hawaii bears to the total population of all the States and the Territory of Hawaii, as determined by the last preceding decennial census. Sums appropriated in pursuance of this section shall be in addition to sums appropriated or authorized under such act of July 2, 1862, as amended and supplemented, and shall be applied only for the purposes of the colleges defined in such act, as amended and supplemented. The provisions of law applicable to the use and payment of sums under the act entitled "An act to apply a portion of the proceeds of the public lands to the more complete endowment and support of the colleges for the benefit of agriculture and the mechanic arts established under the provisions of an act of Congress approved July second, eighteen hundred and sixty-two", approved August 30, 1890, as amended and supplemented, shall apply to the use and payment of sums appropriated in pursuance of this section.

Approved, June 29, 1935.

APPROPRIATIONS FOR EXTENSION WORK, 1936-37

Extract from an act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1937, and for other purposes

PAYMENTS TO STATES, HAWAII, AND ALASKA FOR AGRICULTURAL EXTENSION WORK

For cooperative agricultural extension work, to be allotted, paid, and expended in the same manner, upon the same terms and conditions and under the same supervision as the additional appropriations made by the act of May 8, 1914 (U. S. C., title 7, secs. 341-348), entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862 (U. S. C., title 7, secs. 301-308), and of acts supplementary thereto, and the United States Department of Agriculture," \$1,185,000; and all sums appropriated by this act for use for demonstration or extension work within any State shall be used and expended in accordance with plans mutually agreed upon by the Secretary of Agriculture and the proper officials of the college in such State which receives the benefits of said act of May 8, 1914: *Provided*, That of the above appropriation not more than \$300,000 shall be expended for purposes other than salaries of county agents.

To enable the Secretary of Agriculture to carry into effect the provisions of the act entitled "An act to provide for the further development of agricultural extension work between the agricultural colleges in the several States receiving the benefits of the act entitled 'An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and mechanic arts,' approved July 2, 1862 (U. S. C., title 7, secs. 301-308), and all acts supplementary thereto, and the United States Department of Agriculture" approved May 22, 1928 (U. S. C., title 7, secs. 343a, 343b), \$1,480,000.

To enable the Secretary of Agriculture to carry into effect the provisions of title II, section 21, of the act entitled "An act to provide for research into

basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges", approved June 29, 1935 (49 Stat. pp. 436-439), \$9,000,000.

To enable the Secretary of Agriculture to carry into effect the provisions of the act entitled "An act to extend the benefits of the Hatch Act and the Smith-Lever Act to the Territory of Alaska," approved February 23, 1929 (U. S. C., Supp. VII, title 7, sec. 386c), \$13,918.

Additional cooperative agricultural extension work: For additional cooperative agricultural extension work, including employment of specialists in economics and marketing, to be allotted and paid by the Secretary of Agriculture to the several States and the Territory of Hawaii in such amounts as he may deem necessary to accomplish such purposes, \$750,000: *Provided*, That for the fiscal year 1937 the Secretary is authorized and directed to so allot this appropriation to the several States that, taken into consideration with the allotments of other Federal funds appropriated for payments to States for cooperative extension work, the total allotment to each State from all funds so appropriated shall not be less than for the fiscal year 1936.

In all, payments to States, Hawaii, and Alaska for agricultural extension work, \$12,428,918.

FARMERS' COOPERATIVE DEMONSTRATION WORK

For farmers' cooperative demonstration work, including special suggestions of plans and methods for more effective dissemination of the results of the work of the Department of Agriculture and the agricultural experiment stations and of improved methods of agricultural practice, at farmers' institutes and in agricultural instruction, and for such work on Government reclamation projects, and for personal services in the city of Washington and elsewhere, supplies, and all other necessary expenses, \$554,670: *Provided*, That the expense of such service shall be defrayed from this appropriation and such cooperative funds as may be voluntarily contributed by State, county, and municipal agencies, associations of farmers, and individual farmers, universities, colleges, boards of trade, chambers of commerce, other local associations of business men, business organizations, and individuals within the State.

COOPERATIVE FARM FORESTRY

For cooperation with appropriate officials of the various States or with other suitable agencies to assist the owners of farms in establishing, improving, and renewing wood lots, shelter belts, windbreaks, and other valuable forest growth, and in growing and renewing useful timber crops under the provisions of section 5 of the act entitled "An act to provide for the protection of forest lands, for the reforestation of denuded areas, for the extension of national forests, and for other purposes, in order to promote the continuous production of timber on lands chiefly suitable therefor," approved June 7, 1924 (U. S. C., title 16, secs. 564-570), including personal services in the District of Columbia, \$56,838.

Section 5 of the act approved June 7, 1924 (U. S. C., title 16, secs. 564-570) reads as follows:

"That the Secretary of Agriculture is hereby authorized and directed, in cooperation with appropriate officials of the various States, or, in his discretion, with other suitable agencies, to assist the owners of farms in establishing, improving, and renewing wood lots, shelter belts, windbreaks, and other valuable forest growth, and in growing and renewing useful timber crops: *Provided*, That, except for preliminary investigations, the amount expended by the Federal Government under this section in cooperation with any State or other cooperating agency during any fiscal year shall not exceed the amount expended by the State or other cooperating agency for the same purpose during the same fiscal year. There is hereby authorized to be appropriated annually out of any money in the Treasury not otherwise appropriated, not more than \$100,000 to enable the Secretary of Agriculture to carry out the provisions of this section."

FEDERAL FUNDS AVAILABLE TO THE STATES AND TERRITORIES

The following table shows the amounts of Federal extension funds available to the several States and the Territories of Alaska, Hawaii, and Puerto Rico for the fiscal year ending June 30, 1937:

Federal funds allotted for extension work in States, Alaska, Hawaii, and Puerto Rico for fiscal year 1936-37

State	Smith-Lever	Supplementary	Capper-Ketcham	Additional cooperative	Farmers' cooperative demonstrations	Clarke-McNary	Bankhead-Jones	Total
Ala.....	\$154,891.59	\$41,713.45	\$37,600.61	\$5,000		\$1,620	\$371,199.30	\$612,024.95
Ariz.....	31,765.79	6,266.24	22,643.99	10,325			45,940.14	116,941.16
Ark.....	122,106.12	32,274.70	33,618.02	23,000	\$4,000		313,338.59	528,337.43
Calif.....	125,538.08	33,262.74	34,034.91	7,500	3,300	1,620	182,594.20	387,849.93
Colo.....	49,301.71	11,314.73	24,774.15	28,250	3,500	900	94,110.53	212,151.12
Conn.....	46,195.41	10,420.45	24,396.81	6,050		1,020	42,736.77	130,819.44
Del.....	18,778.47	2,527.27	21,066.36				32,192.48	74,564.58
Fla.....	63,993.10	15,537.10	26,555.74	20,200			93,102.75	199,363.69
Ga.....	163,350.49	44,148.71	38,628.15	31,500	5,000	1,620	391,700.12	675,947.47
Idaho.....	34,036.55	6,919.98	22,919.82	17,400	3,500	1,620	69,358.20	155,754.55
Ill.....	161,972.63	43,752.04	38,460.78	22,500	1,500	1,620	281,838.07	551,643.52
Ind.....	119,897.45	31,638.83	33,349.72	18,500	1,500	1,620	233,036.17	439,542.17
Iowa.....	123,632.99	32,714.27	33,803.49	18,500	2,100	1,620	276,255.45	488,616.20
Kans.....	97,695.22	25,246.94	30,652.72	23,625	1,800	1,020	205,310.01	385,349.89
Ky.....	148,308.76	39,818.29	36,800.97	12,500			328,290.30	565,718.32
La.....	106,600.31	27,810.67	31,734.46	15,500	3,600	1,620	237,647.72	424,513.16
Maine.....	46,255.14	10,437.65	24,404.07	10,050			64,806.65	155,953.51
Md.....	60,023.83	14,401.57	26,076.61	12,550		1,620	82,221.75	196,893.76
Mass.....	41,857.37	9,171.55	23,869.85	6,500	3,300	1,620	52,297.11	138,615.88
Mich.....	127,335.54	33,780.22	34,253.26	7,000		1,620	225,014.49	429,003.51
Minn.....	109,516.16	28,650.12	32,088.66	13,000		1,620	254,612.65	439,487.59
Miss.....	137,293.81	36,647.15	35,462.93	5,000	1,700	1,620	377,112.37	594,836.26
Mo.....	144,853.68	38,824.16	36,381.63	24,500			312,033.65	556,596.42
Mont.....	37,163.34	7,820.17	23,299.65	26,850	4,900	800	73,610.76	174,443.92
Nebr.....	77,941.18	19,559.87	28,253.11	41,400	3,000	1,620	173,474.08	345,248.24
Nev.....	14,311.31	1,241.20	20,523.71	10,700	2,000		24,308.11	73,054.33
N. H.....	24,642.77	4,215.57	21,778.72	6,000		1,620	36,468.89	94,725.95
N. J.....	63,484.90	15,397.99	26,497.04	11,350		1,620	54,351.73	172,701.66
N. Mex.....	34,110.90	6,941.38	22,928.86	8,150	2,700		61,566.85	136,397.99
N. Y.....	167,395.62	45,313.28	39,119.53	12,450		1,620	208,646.50	474,544.93
N. C.....	189,816.40	51,768.10	41,843.08	5,000	1,200	1,620	439,234.28	730,481.86
N. Dak.....	53,234.86	12,447.07	25,251.93	24,975	3,700	1,260	124,104.88	244,973.74
Ohio.....	172,972.88	46,918.94	39,797.02	5,000		1,440	255,501.31	551,630.15
Okla.....	129,933.95	34,523.29	34,568.90	19,000	4,000		288,342.04	510,373.18
Oreg.....	45,330.36	10,177.16	24,294.16	24,300	3,500		78,608.55	186,230.23
Pa.....	245,991.96	67,940.72	48,666.97	3,750		1,260	244,433.68	612,093.33
R. I.....	13,966.52	1,141.93	20,481.83				24,317.55	59,907.83
S. C.....	114,189.62	29,995.58	32,656.37	11,000	1,200		260,147.35	449,188.92
S. Dak.....	52,808.48	12,324.32	25,200.13	37,600	3,600		122,247.31	253,780.24
Tenn.....	141,030.19	37,722.82	35,916.80	22,000	4,000	1,620	338,490.79	580,780.60
Tex.....	271,704.69	75,343.26	51,790.40	38,000	8,100	1,620	636,377.26	1,082,935.61
Utah.....	28,403.68	5,298.32	22,235.57	11,900	2,800	1,080	50,320.84	122,038.41
Vt.....	28,347.46	5,282.13	22,228.74	7,200		1,620	49,584.79	114,263.12
Va.....	134,653.65	35,887.06	35,142.22	24,375	4,000	1,620	269,131.48	504,809.41
Wash.....	61,715.02	14,888.45	26,282.05	12,250	3,500		99,851.71	218,487.23
W. Va.....	104,287.50	27,144.83	31,453.51	3,750		1,620	137,683.53	305,939.37
Wis.....	115,521.08	30,378.91	32,818.10	5,000		1,620	250,866.86	436,204.95
Wyo.....	21,843.48	3,409.67	21,438.68	19,700	2,800	1,260	39,168.37	109,620.20
Alaska.....	13,918.00				2,400			16,318.00
Hawaii.....	26,095.67	4,633.85	21,955.21				62,371.03	115,055.76
P. R.....	90,000.00				7,800	1,620		99,420.00
Total.....	4,710,013.67	1,185,000.00	1,480,000.00	730,650	100,000	50,540	9,000,000.00	17,256,203.67

RULINGS ON THE USE OF EXTENSION FUNDS

AGENCIES TO HANDLE CONTRIBUTIONS FROM OUTSIDE SOURCES

The following item regarding contributions of public and private agencies to enterprises involving cooperation with the Department of Agriculture, contained in the agricultural appropriation act of 1919, applies to all funds used for cooperative extension work.

"That hereafter in carrying on the activities of the Department of Agriculture involving cooperation with State, county and municipal agencies, associa-

tions of farmers, individual farmers, universities, colleges, boards of trade, chambers of commerce, or other local associations of business men, business organizations, and individuals within the State, Territory, district, or insular possession in which such activities are to be carried on, moneys contributed from such outside sources, except in the case of the authorized activities of the Forest Service, shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture."

AGRICULTURAL TRAINS

Expenses connected with exhibits and demonstrations on railroad cars or trains run in cooperation with railroads or other agencies and salaries of persons connected therewith must not be paid from Smith-Lever or Bankhead-Jones funds. An agricultural train is a train carrying speakers with or without apparatus or exhibit materials and making stops at stations along the railroad line at which addresses on agricultural subjects are delivered or exhibits shown on the train or in its immediate vicinity. This prohibition does not apply to cars used by the college to transport demonstration material for use by extension agents at meetings held in different parts of the State, and does not apply to Capper-Ketcham funds.

EXHIBITS AT FAIRS

Exhibits prepared for fairs and paid for from cooperative extension funds must be confined to those illustrating definite phases of extension work. Exhibits showing in a general way the equipment and work of the college or experiment station must not be paid for from these funds. These funds must not be used to relieve fair associations of expense for buildings, installation, labor, judging of exhibits, admission fees, etc., which they would otherwise bear, or to pay for exhibits of agricultural or other products or resources of communities, counties, or States. In general, these funds should be sparingly used for exhibit purposes, and should be confined to those illustrating definite phases of extension work.

HEAT, LIGHT, POWER, AND JANITOR SERVICE

Charges for heat, light, power, and janitor service must be based on the actual service rendered to the extension division of the college.

INTEREST ON FEDERAL FUNDS

Comptroller General's decision of January 16, 1933

Interest accruing and actually collected upon cooperative extension funds of Federal origin belongs to the Federal Government and should be sent to the Federal Treasury through the Federal Extension Service at the end of each fiscal year.

LEGISLATION—INFLUENCING MEMBERS OF CONGRESS

Section 6 of the third deficiency appropriation act, fiscal year 1919, applies to all Federal funds used for cooperative extension work:

"That hereafter no part of the money appropriated by this or any other act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegrams, telephones, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers and employees of the United States from communicating to Members of Congress on the request of any Member of Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

"Any officer or employee of the United States who, after notice and hearing by the superior officer vested with the power of removing him, is found to have violated or attempted to violate this section, shall be removed by such superior

officer from office or employment. Any officer or employee of the United States who violates or attempts to violate this section shall also be guilty of misdemeanor and on conviction thereof shall be punished by a fine of not more than \$500 or by imprisonment for not more than one year, or both."

LIMITING SALARIES PAID OUT OF SUPPLEMENTARY AND CAPPER-KETCHAM FUNDS

The paragraph in the agricultural appropriation act approved June 4, 1936, making available \$1,185,000 of Federal funds to supplement the Federal Smith-Lever funds contains the following clause:

"Provided, That of the above appropriation not more than \$300,000 shall be expended for purposes other than salaries of county agents."

In order to carry out the intent of Congress each State should expend not less than 75 percent of its Federal supplementary funds for salaries of county extension agents. These may be either men or women agents.

The Capper-Ketcham Act of May 22, 1928, provides:

"That (1) at least 80 per centum of all appropriations under this act shall be utilized for the payment of salaries of extension agents in counties of the several States to further develop the cooperative extension system in agriculture and home economics with men, women, boys, and girls; (2) funds available to the several States and the Territory of Hawaii under the terms of this act shall be so expended that the extension agents appointed under its provisions shall be men and women in fair and just proportions."

These salary limitations do not apply to funds from sources within the States used to offset supplementary and Capper-Ketcham funds.

LOSS OR MISAPPLICATION OF FUNDS

Section 5 of the Smith-Lever Act provides:

"That if any portion of the moneys received by the designated officer of any State for the support and maintenance of cooperative agricultural extension work, as provided in this act, shall by any action or contingency be diminished or lost or be misapplied, it shall be replaced by said State to which it belongs, and until so replaced no subsequent appropriation shall be apportioned or paid to said State, and no portion of said moneys shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in colleges, promoting agricultural trains, or any other purpose not specified in this act, and not more than five per centum of each annual appropriation shall be applied to the printing and distribution of publications."

Where Federal extension funds are lost on account of the failure of a bank in which the funds were deposited, or otherwise, or are diminished or misapplied, they shall be replaced by the State and no subsequent apportionment of Federal funds can be made until such replacement. The loss cannot be deducted from the next installment from the Government.

OFFSET FUNDS

The Federal extension acts provide that each State shall offset from funds appropriated by the legislature, or provided by State, county, college, local authority, or individual contributions from within the State, all the Federal Smith-Lever funds except \$10,000, all the Federal supplementary and farm-forestry extension funds, and all the Federal Capper-Ketcham funds with the exception of \$20,000.

Federal extension funds authorized under the Bankhead-Jones Act of June 29, 1935, do not require offset by the States. The following paragraph appears in title II, section 21, of the Bankhead-Jones Act:

"Allotments to any State or the Territory of Hawaii for any fiscal year from the appropriations herein authorized shall be available for payment to such State or the Territory of Hawaii only if such State or the Territory of Hawaii complies, for such fiscal year, with the provisions with reference to offset of appropriations (other than appropriations under this section) for agricultural extension work."

Funds from any source used by any State or Territory as offset to Federal extension funds must be used under projects approved by the Secretary of Agriculture for the same purposes and accounted for in the same way as Federal extension funds.

PUBLICATIONS—CONTENTS

Publications prepared, printed, and distributed with cooperative extension funds must be confined exclusively to those containing "useful and practical information" on subjects relating to agriculture and home economics, prepared in form suitable for use in extension work and certified to by the extension director as in "furtherance of the purpose" of the Smith-Lever Act.

RADIO

The United States Department of Agriculture is willing to agree with the colleges on the operation and use of radio equipment from Federal extension funds only to the extent that it is used for the definite purpose of extending timely and specific information in agriculture and home economics by the extension service of the college. The announcement of college courses, and the furnishing of musical and other entertainments are not regarded as extension work.

RESERVE FUNDS

Cooperative extension funds budgeted as "reserves" or not allotted to any approved project must not be expended for any purpose until the Department has approved their use for particular projects.

SABBATIC LEAVE

Applications for leave to pursue study in agriculture and home economics in the interest of approved extension projects where cooperative extension funds are to be used for salary of the extension worker should be submitted to the Department by the State extension director for consideration prior to the beginning of such leave. Leave for travel, recreation, working at home on the farm, or employment in another institution would not be regarded as proper reasons for expenditure of cooperative extension funds for sabbatic leave.

TRANSFER OF FUNDS

A land-grant college designated by the State legislature to receive the benefits of the Smith-Lever Extension Act and acts supplementary thereto has no authority to transfer funds to any cooperative institution or agency and cannot relieve itself by any cooperative agreement from full responsibility for accounting for the use of all such funds or from the direct administration of the cooperative extension work in the State.

The Comptroller-General of the United States in his decision of January 27, 1936, stated that since there is no Federal law authorizing the transfer of Federal funds for temporary use to a State account, such procedure is illegal.

TRAVEL OF EXTENSION EMPLOYEES OUT OF STATE

Cooperative extension funds may be used for expenses outside the State:

(1) In traveling to conferences called jointly by the Federal Extension Service and the Committee on Extension Organization and Policy of the Association of Land-Grant Colleges and Universities.

(2) In traveling to conference with officials of the Federal Extension Service.

(3) In bringing into the State persons to specifically advise extension workers in conference on approved projects.

(4) When necessary in bringing in persons whose employment is under consideration or in visiting such persons up to a reasonable expense.

(5) No other expenses for travel outside the State may be charged to these funds, except those which will further in some definite way the work of a regularly approved project.

Travel outside the State for commercial purposes such as the purchase of livestock, seeds, etc., for individuals or groups of individuals should be borne by those directly benefited.

FARM ORGANIZATIONS—RELATIONS

The act of Congress approved May 8, 1914, and supplemental acts thereto, established cooperative agricultural extension work between the Federal Department of Agriculture and State agricultural colleges. Section 2 of that act defines the work as follows:

"Sec. 2. That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act."

It is thus made clear that the work of the cooperative extension employees, whether county agents, home demonstration agents, boys' and girls' club agents, or other cooperative extension workers, is educational. These extension workers are public teachers paid with money largely raised from all of the people by taxation and are charged with giving instruction and practical demonstrations in agriculture and home economics. Their work covers the entire rural field, which includes economic production, economic marketing, and the development of better home, community, and social conditions.

As they are public teachers it is not a part of the official duties of extension agents to perform for individual farmers or for organizations the actual operations of production, marketing, or the various activities necessary to the proper conduct of business or social organizations. They may not properly act as organizers for farmers' associations; conduct membership campaigns; solicit membership; edit organization publications; manage cooperative business enterprises; engage in commercial activities; act as financial or business agents, or take part in any of the work of farmers' organizations, or of an individual farmer, which is outside of their duties as defined by the law and by the approved projects governing their work. They are expected, however, to make available to organizations such information as will be helpful to them and contribute to the success of their work.

The various Federal laws provide that cooperative extension work shall be conducted in such manner as shall be mutually agreed upon by the Secretary of Agriculture and the State agricultural colleges. By an agreement between these agencies an extension director located in each State is the representative of both the college and the Department. He submits projects for extension work to the Secretary for approval.

In carrying out these projects the law provides that no Federal Smith-Lever money except \$10,000 per State shall be paid to the States for cooperative extension work until—

"* * * an equal sum has been appropriated for that year by the legislature of such State, or provided by State, county, college, local authority, or individual contributions from within the State, for the maintenance of the cooperative agricultural extension work provided for in this act."

Under the Agricultural Appropriation Act of 1919, provision was made that—
"* * * moneys contributed from such outside sources * * * shall be paid only through the Secretary of Agriculture or through State, county or municipal agencies, or local farm bureaus or like organizations, cooperating for the purpose with the Secretary of Agriculture."

This makes it very clear that the law contemplates cooperation with farmers' organizations willing to cooperate in the work with which the cooperative extension agent is charged. It is the duty of the extension agents to render such assistance whenever possible in his teaching capacity to any agricultural organizations desiring it. Furthermore, the work of these extension agents can be the most effective where it is carried on with organized groups of rural people. It is entirely proper for any agricultural organization desiring to cooperate financially in the work of the extension agents to contribute funds for the support of such work, and these funds may be accepted legally by the extension service of the agricultural colleges and by the Federal Government for work on approved projects.

In short, it is the business of the extension agent to cooperate with all agricultural organizations which desire to cooperate on approved projects. If more than one organization exists in a county, he must cooperate with all fairly and impartially in the educational work in which they are mutually interested.

The Department of Agriculture must necessarily consider in its administration of Federal cooperative extension funds the laws which have been passed by the various State legislatures in accepting these funds and under which agreements have been made with those States for conducting this work. If special provisions relating to the methods of cooperation with agricultural organizations or other agencies are contained in the State laws, which do not conflict with the Federal laws, it is clearly the duty of the Secretary of Agriculture to accept such provisions in a cooperative project.

EXAMINATION OF ACCOUNTS

Circular letter of the Secretary of Agriculture, February 1, 1929

The authority and the responsibilities of the United States Department of Agriculture in connection with the administration of the Federal acts for agricultural experiment stations and extension work require the keeping of a separate account on the funds under each of the acts, supported by properly approved and certified vouchers in each case.

Hereafter all officers of the Department of Agriculture examining expenditures under the Hatch, Adams, and Purnell Acts, and the Smith-Lever and other extension Acts and offset funds in connection therewith shall examine the original vouchers and subvouchers supporting the entries, except as hereinafter provided.

In the course of such examinations items frequently require explanation which can be given only by the directors and those in immediate charge of projects. Hence the original invoices, vouchers, and subvouchers supporting the accounts must be kept and conveniently filed for ready access at the headquarters of the Experiment Station or the Extension Service, so that in conjunction with the examination of the accounts the necessary conference may be had with directors, project leaders, or others locally in charge.

A few States have inadvertently passed laws which conflict to some extent with these requirements. It is requested that this be remedied as soon as practicable. For the time being in such cases certified copies of the original vouchers and subvouchers, accompanied by canceled payment checks showing the invoices covered, will be accepted. The originals, however, must be made available for inspection when required.

BANK DEPOSITS OF FEDERAL FUNDS

Comptroller General's letter of March 22, 1933

Custodians within the States of Federal cooperative extension funds are required to keep separate deposit accounts for such Federal funds with the banks in which deposit accounts are maintained. These deposit accounts will at all times show what interest has accrued to the Federal Government on funds deposited with the banks. A proper accounting of interest accruing to the United States should be rendered at the close of each fiscal year so that proper consideration may be given to the allotment of funds to the State, or subdivision of the State handling the funds, for the succeeding fiscal year.

PURPOSES FOR WHICH FUNDS FROM FEDERAL SOURCES AND FROM SOURCES WITHIN THE STATE OR TERRITORY USED TO OFFSET FEDERAL FUNDS MAY NOT BE USED

Funds from Federal sources and from sources within the State or Territory used to offset Federal funds may not be used for any of the following purposes:

- (1) Feeding and caring for animals belonging to club members, even when such animals are used as exhibits at fairs.
- (2) Grain, seed, and chick certification work.
- (3) The purchase, care, and distribution of books which are to be circulated in farming or other communities.
- (4) Travel, subsistence, tuition, or other expenses of members of boys' and girls' clubs, farm bureaus, or other organizations or individuals in attending club camps or courses of instruction in schools or colleges, or for making tours of observation or purchasing livestock or other materials.
- (5) Printing or distributing announcements of courses offered by the colleges, programs of college meetings, or other college announcements.

(6) Salaries or expenses of lecturers at college courses of instruction, such as short courses held at the colleges.

(7) Correspondence courses, unless such courses definitely further an approved project.

(8) Payment of any portion of salary of college officers, unless they regularly perform duties pertaining to extension work under approved project agreements or plans of work which set forth the nature and extent of these duties and the portion of their salaries which is to be paid for their performance.

(9) Purchase of permanent equipment, such as desks, typewriters, etc., for use in county offices, *except where annual inventory of such equipment is made by the college.*

(10) Salaries, travel, or other expenses of officials of farm bureaus or other organizations incurred in connection with extension work because such officials are not extension employees.

(11) Farmers' institutes, unless they are made a part of a special project agreement for this purpose.

(12) A membership or other fee to the Association of Land Grant Colleges or other organization.

(13) Payment of honorariums to extension employees of another State. Honorariums to other than cooperative employees should be modest in amount and strictly in furtherance of an approved project.

(14) Expenses of musical entertainment given in connection with demonstrations, meetings, or extension schools.

(15) Purchase of uniforms, prizes, badges, pennants, or other insignia used in connection with extension work, or for travel in connection with the purchase of such things.

(16) Printing and distributing reports of proceedings of farm or other organizations, even though the subject matter of these proceedings relates wholly to agriculture and home economics.

(17) Rent of college buildings.

(18) Purchase of seeds, fertilizers, or other materials for distribution to farmers or others, or for use in field demonstrations, except when it can be clearly shown that provision for such demonstration could not be made in any other way.

(19) Reports of experiments, publication of songbooks except for use by extension workers, publications intended for use in schools, lists of breeders, or other private enterprises.

(20) Payment of sales taxes which are set out as such on vouchers showing expenditure of cooperative extension funds.

(21) Purchase of license plates for automobiles and trucks.

EXTENSION ACCOUNTING

Accounts and vouchers for all funds used in extension work under the Smith-Lever Act and acts supplementary thereto should be regularly kept at the college in each State receiving the benefits of these acts. Expenditures from both Federal and other funds which are included in the account for any Federal fiscal year should be confined to those actually made in the maintenance of the extension service during that year. Separate accounts for expenditures of the Federal Smith-Lever (including supplementary and Bankhead-Jones), Capper-Ketcham, and additional cooperative funds and funds from within the State used to offset Federal funds should be kept in accordance with the provisions of the financial schedules prescribed by the Secretary of Agriculture and should be supported by vouchers approved by the director of extension work or by someone designated by the director.

From whatever source derived, funds which are used to offset Federal funds will be subject to the same limitations as regards the character of the expenditures as the Federal funds except that the salary limitations placed by Congress on Federal supplementary and Federal Capper-Ketcham funds and the limitation regarding printing and distribution of publications do not apply to funds which are used to offset such Federal funds.

Canceled checks showing receipt of payment from cooperative extension funds for all salaries and bills should be available for review by authorized Federal officials upon request.

Vouchers covering expenditures of State funds used as offset should be stamped "State offset funds." Where county funds or farmers' organization

funds are used as offset to Federal funds, separate records of such county or farmers' organization funds should be kept at the college, and vouchers covering expenditures of these funds should be stamped "county offset funds" or "farmers' organization offset funds."

To comply with section 5 of the Clarke-McNary Act approved June 7, 1924, separate accounts for expenditures of funds used as offset to Federal farm-forestry funds should be kept at the college, together with the original vouchers or certified copies of such vouchers covering expenditures for farm-forestry extension work, which vouchers should be approved by the director of extension work or by someone designated by the director.

CANCELLATIONS AND REPAYMENTS

In accordance with the Comptroller-General's decision of February 13, 1936, to effect a complete accounting for the Federal extension funds, cancellations and repayments of disbursements and other infrequent debit and credit transactions involving Federal funds must be accounted for and shown in full in the Federal extension accounts of the institution.

LOCAL ACCOUNTS

Vouchers for expenditures from funds used as offset to Federal funds contributed by counties, local organizations, or individuals should be approved by the director of extension work, as well as by the county officer or other representative of the contributing parties signed by the payee, and be paid by the county or other local treasurer, who should file a certificate of payment with the director of extension work. The original vouchers, or certified copies, should be on file at the college.

VOUCHERS

The classification in accordance with the headings prescribed by the Department should be indicated on all vouchers or accompanying jackets. Every voucher should further indicate the fund from which the expenditure is made and the project or projects to which the expenditure relates.

SALARIES OR LABOR

There should be a pay roll or an individual voucher which should indicate the period for which the salary charge is made, the annual rate of salary, general description of duties (grade or title), and should contain the endorsement of the director of extension work. Separate pay rolls or individual vouchers for labor and for salaries should be kept.

TRAVEL EXPENSES

Vouchers for travel should give the purpose and dates of each trip and show an itemized account of all railroad and boat fares, automobile, livery, bus, and street-car expenses, payments for subsistence, and miscellaneous items. The voucher should give reference to the authorization to travel and contain the personal signature of the individual paid and the endorsement of the director. There should be vouchers showing the purchases of mileage books and sub-vouchers showing how and when the mileage was used. Expenses for supplies and other material should not be included in travel accounts unless such expenses are incidental to travel.

OTHER EXPENSES (SUPPLIES AND MISCELLANEOUS)

There should be an itemized account of all supplies and miscellaneous articles purchased, and the vouchers should indicate when the goods were received and the date of payment, and should bear the signature of the payee and endorsement of the director. A detailed invoice should be filed whenever a voucher check is used.

ACCOUNTING BY PROJECTS

A separate account should be kept for each approved project under each fund from which paid.

All salary and expenses of a person *regularly* carrying on a definite type of extension work are chargeable to the project covering that type of work and

not to a project to which he may be temporarily assigned. The vouchers should be classified according to the projects as actually approved by the department.

Project—Administration.—Expenditures reported under "Administration" should include the salary and expenses of the director and other persons employed in the central office incident to administration, but the salaries and expenses of State agents or State leaders of special lines of work and the clerical force exclusively employed in such work should be charged to the particular line of work in which they are engaged and not to administration.

Project—Publications and information.—Expenditures under this project should include the cost of preparing, editing, printing, and distributing all matter containing information on agriculture and home economics intended for extension purposes.

The account, however, must be kept in such a way as to show clearly just how much is spent for printing and distribution of publications, for which Congress has provided that not more than 5 percent of Federal Smith-Lever, supplementary, Bankhead-Jones, and Capper-Ketcham funds shall be used. Expenditures under this 5 percent limitation include the cost of printing bulletins, reports, circulars, etc., and the envelopes in which they are mailed and the salary or labor and other expenses in connection with mailing and distributing such publications.

Any expenses for mailing-room labor should be charged to this project under the proper head, "Labor" (0112). Similarly, envelopes used in mailing out publications should be charged to this project under the heading "Supplies" (02).

The printing of any material not chargeable to this project should be charged to the project concerned, that is, the printing of letterheads, report forms, record books, etc., things not regarded as the distribution of information, should be charged to the administration project or to the particular project concerned.

Project—County agricultural agent work.—This should include all salaries and clerical and other expenses of county agricultural agents and their supervising officers.

Project—County home demonstration work.—Under this project should be included all expenditures for county home demonstration agents and their supervising officers.

Project—Extension dairying.—The salaries and expenses of the extension dairymen and their clerical assistants should be charged to this project.

Project—Boys' club work.—If this work is carried on through a separate State leader and district and county agents, there should be a separate account covering the salaries and expenses of such agents.

Project—Girls' club work.—If this work is carried on through a separate State leader and district and county agents, there should be a separate account covering the salaries and expenses of such agents.

Separate projects and accounts should be set up for each line of work requiring the time of at least one person.

CLASSIFICATION OF EXTENSION ACCOUNTS

The scheme for classification of extension accounts by items of expense provides for nine ledger headings (with numerical symbols) as follows:

01. *Personal services.*—Under this ledger heading are grouped all expenditures for services of employees engaged in cooperative extension work.

02. *Supplies and materials.*—In this group are included those articles or things which when applied to the use to which they are adapted are consumed, or if not consumed, are not to be held for return or specific account by the person to whom issued for use.

05. *Communication service.*—Under this heading are grouped those expenditures incurred in connection with the transmission of messages.

06. *Travel expenses.*—Under this heading are grouped all expenditures incurred in connection with travel, including subsistences while in travel status.

07. *Transportation of things (service).*—Under this heading are grouped those expenditures incurred in connection with the carrying of things. It includes freight and incidental charges, express, parcel post, and local transportation such as drayage.

08. *Printing, binding, etc.*—Under this heading are grouped all expenditures for contractual services, such as job printing, engraving, lithographing, binding, photographing, and duplicating incurred in issuing publications on extension work.

10. *Furnishing of heat, light, power, water, and electricity (service).*—These are contractual services for keeping the buildings heated or provided with light, power, water, or electricity.

30. *Equipment.*—Under this heading are grouped those expenditures made in the purchasing or in the production of things which are adapted to continuing use; for example, under this item would be charged typewriters.

Miscellaneous:

1100. Rent.

1373. Laundry and towel service.

1280. Repairs to equipment.

1380. Special and miscellaneous expenses not elsewhere provided for.

In the majority of cases the classification of individual entries will be apparent, and no suggestion is needed. In the case of a considerable number of items, however, questions have arisen from time to time and considerable diversity of practice has been noted. The following list has accordingly been prepared to serve as a guide in this matter, and while in no sense complete it will often suggest the classification of other items not enumerated.

It is recognized that in several instances the classification suggested is a more or less arbitrary one, and that the items might with propriety be placed under other headings. Rarely would two persons classify an entire account exactly the same in all particulars. These suggestions will, however, enable greater uniformity and thus make the extension accounts more readily comparable when reviewed or tabulated for publication.

Classification of items of expenditure from cooperative extension funds

Item	Symbol	Item	Symbol
Absorbers, shock, automobile.....	30	Cabinets, filing, letter, stationery, storage.....	30
Absorbers, shock, typewriter.....	02	Calculating and computing machines.....	30
Adding machines.....	30	Calendars, desk.....	02
Addressographs or other addressing machines.....	30	Camera cases.....	30
Advertising (rosters, notices, etc.).....	1380	Camera lenses.....	30
Assistant State agents or leaders—salaries.....	011115	Cameras.....	30
Assistant State agents or leaders—travel.....	060015	Camera stands.....	30
Assorters.....	30	Canners.....	30
Auditing accounts.....	011151	Canning exhibits.....	30
Automobiles.....	30	Cans, tin.....	02
Automobile accessories.....	30	Canvas.....	02
Automobile—drivers' licenses.....	1380	Carpets.....	30
Automobile—garage charges.....	06	Carts.....	30
Automobile guides.....	30	Cartage.....	07
Automobile insurance.....	1380	Cases, card-index, transfer, and other.....	30
Automobile repairs.....	1280	Chains, automobile.....	30
Automobile robes.....	30	Chairs.....	30
Awnings, window.....	30	Charters, club.....	02
		Charts.....	02
		Charwomen—wages.....	0112
Bags.....	02	Cheesecloth.....	02
Balopticons.....	30	Chickens, dressed for demonstration.....	02
Barometers.....	30	Chicken houses, model.....	30
Baskets.....	02	Chicken wire.....	30
Baths, personal.....	06	Churns.....	30
Batteries (storage).....	30	Circulars.....	08
Beekeepers' supplies.....	02	Clerks—salaries.....	011115
Binding devices.....	30	Clip cups.....	02
Blackboards.....	30	Clippings from press service.....	08
Blotters.....	02	Clips.....	02
Boards, drawing.....	30	Clocks.....	30
Boards of employees temporarily in field.....	06	Cloth for garments.....	02
Board of laborers, when part of wages.....	0112	Club record books.....	02
Bookcases.....	30	Coal.....	10
Bookshelves.....	30	Coat trees.....	30
Books, reference.....	30	Copyholders.....	30
Books, stenographic or memorandum.....	02	Compasses.....	30
Boxes.....	30	Containers.....	30
Brief cases.....	30	Cookers, fireless or steam-pressure.....	30
Brushes.....	02	Cooking utensils.....	30
Buckets.....	02	Coolers, milk and water.....	30
Buildings, small, for demonstration purposes.....	30	Copying machines.....	30
Bulbs, electric.....	02	Cord, electric.....	30
Bulletin cases.....	30	Costumers.....	30
Bulletins.....	08	Cots and couches.....	30
Bunting.....	02	County extension agents—salaries.....	011125
Burners, alcohol or oil.....	30	County extension agents—travel.....	060025
		Covers, notebook.....	02

Classification of items of expenditure from cooperative extension funds—Con.

Item	Symbol	Item	Symbol
Crayons.....	02	Insect boxes and cases.....	30
Cupboards.....	30	Insecticides.....	02
Curtains.....	30	Instruments, drawing.....	30
Cuspidors.....	30	Janitors—monthly wages.....	0112
Cuts, halftones, etc., for illustrating publications.....	08	Jardinieres.....	30
Cylinders, automobile.....	1280	Jars.....	02
Cylinders, wax, for dictaphone use.....	02	Jugs.....	30
Delineascopes.....	30	Keys.....	02
Desks.....	30	Kitchen equipment.....	30
Dictaphones.....	30	Labor.....	0112
Directors and assistant directors—sal- aries.....	01114	Lamps, desk and household.....	30
Directors and assistant directors—travel.....	060014	Lanterns.....	30
District supervising agents—salaries.....	011115	Lantern slides.....	02
District supervising agents—travel.....	060015	Laundry.....	1373
Doorchecks.....	30	Lawn mowers.....	30
Drawing boards.....	30	Lenses for cameras and microscopes.....	30
Drawing instruments.....	30	Lens holders.....	30
Drays.....	30	Lens magnifiers.....	30
Duplicators.....	30	Lettering sets.....	30
Dusters.....	30	Letter openers.....	02
Electrical supplies.....	02	Letters, steel.....	02
Electric power.....	10	Library supplies.....	02
Envelope moisteners.....	30	Lifters, can.....	30
Envelopes.....	02	Lights, electric.....	10
Equipment—repairs.....	1280	Light plants for use in operation of tion pictures.....	30
Eradicator, ink.....	02	Line-a-time machines.....	30
Erasers, typewriter, steel, art-gum.....	02	Linoleum.....	30
Exhibit material, bunting, cheesecloth, etc.....	02	Lockers.....	30
Express.....	07	Locks.....	30
Extension editors—salaries.....	01124	Lumber.....	02
Extension publications.....	08	Machines.....	30
Extinguishers, fire.....	30	Magazine drawing tables.....	30
Eyelets.....	02	Magnifiers.....	30
Fans, electric.....	30	Mailing tubes.....	02
Figures, steel.....	02	Manifold carbon.....	02
Files.....	30	Maps.....	30
Films and plates.....	02	Marking clippers.....	30
Finger cots.....	02	Medicines.....	02
Flashlights.....	30	Membership fees in lieu of subscriptions.....	30
Flowerpots.....	30	Memindex outfits, pocket-size.....	02
Folding machines.....	30	Memorandum books.....	02
Fountains, drinking.....	30	Memorandum pads.....	02
Frames, exhibit.....	30	Microscopes.....	30
Freight.....	07	Mimeograph stands and motors.....	30
Fuel.....	10	Mimeograph supplies.....	02
Fumigators.....	30	Mimeoscopes.....	30
Gasoline and oil for automobiles and motorcycles.....	06	Mirrors.....	30
Gasoline for heat.....	10	Motion-picture films.....	30
Gasoline and oil for trucks.....	07	Motion-picture machines.....	30
Glasses, magnifying.....	30	Multigraphs.....	30
Glue.....	02	Neostyles.....	30
Groceries.....	02	Newspaper clippings.....	08
Guides, file.....	02	Nozzles.....	30
Gummed labels.....	02	Numbering machines.....	30
Guns, insect-powder.....	30	Office safes.....	30
Hatracks.....	30	Oil for heating.....	10
Heat.....	10	Oil, lubricating.....	02
Heaters.....	30	Oil stoves.....	30
Herediscopes.....	30	Oil, for automobiles.....	06
Hods, coal.....	30	Oil, for trucks.....	07
Hoists, flag.....	30	Padlocks.....	30
Honorariums.....	1380	Paints.....	02
Hose.....	30	Paintbrushes.....	30
Hotbed sashes.....	30	Painters—wages.....	0112
Household equipment.....	30	Paper, blueprint.....	02
Hydrometers.....	30	Paper, letterheads, computing, mani- fold, carbon, wrapping.....	02
Ice.....	02	Parcel post.....	07
Iceboxes.....	30	Partitions, movable.....	30
Incubators.....	30	Paste.....	02
Index cards.....	02	Pencils.....	02
Ink.....	02	Penholders.....	02
		Pens.....	02

Classification of items of expenditure from cooperative extension funds—Con.

Item	Symbol	Item	Symbol
Pens, fountain	30	Spraying apparatus	30
Pen trays	02	Sprinklers	30
Periodicals	30	Stamp pads	02
Photographic equipment	30	Stands for mimeograph	30
Photographic supplies, films, plates, paper developers, etc.	02	Stands for typewriter, etc.	30
Picture films	02	Stapling machines	30
Picture frames	30	State and district supervising agents— salaries	011115
Pins	02	State and district supervising agents— travel	060015
Placards	02	Steelyards	30
Plate glass for table	30	Stencils	02
Platform scales	30	Stenographers—salaries	011115
Polishing floors	0112	Stepladders	30
Ponchos, rubber	02	Stereopticons	30
Postage	05	Storage cabinets	30
Postal guides	30	Stoves, gasoline, coal, and wood	30
Posters giving information on agricul- ture and home economics	08	Subject-matter specialists or agents— salaries	011124
Post-office box rent	05	Subject-matter specialists or agents— travel	060024
Poultry buildings, portable	30	Subscriptions to papers or magazines	30
Press-plate service	08	Suitcases for demonstration purposes	30
Pressure cookers	30	Tables	30
Prestolite gas tanks	30	Tape, gummed cloth or transparent	02
Printing-press equipment	30	Telegraph	05
Punches, paper	30	Telephone	05
Radio equipment	30	Testing outfits—Babcock milk tester, Truog acid tester, etc.	30
Railroad guides	30	Thermometers	30
Reels, hose	30	Thumbtacks	02
Refrigerators	30	Tires and tubes	06
Rent	11	Tools	30
Repairs to equipment	1280	Tool cases	30
Ribbons for typewriter, adding machine, steno type	02	Towels	02
Rubber bands, stamps, erasers	02	Trays	30
Rugs	30	Tripods	30
Rules, slide	30	Trucks	30
Rulers	02	Tubing	02
Safes, steel	30	Tumblers	30
Sample hog or chicken houses	30	Twine	02
Scales	30	Type	02
Scratch pads	02	Typewriters	30
Screens, window	30	Umbrella stands	30
Sealers for tin cans	30	Vacuum cleaners	30
Sectional filing furniture	30	Vacuum sealers for fruit jars	30
Settees	30	Vessels for fireless cooker	30
Sewing machines	30	Veterinary equipment	30
Shades, window	30	Visible indexes	30
Sharpeners	30	Wardrobes	30
Shelving, portable	30	Washstands	30
Shipping boxes	30	Water coolers	30
Shipping tabs	02	Wheelbarrows	30
Signs, demonstration	30	Wire	02
Sinks, demonstration	30		
Small sundries	02		
Spool-o-wire machines	30		
Spray nozzles	30		
Sprayers	30		

FREE MAILING PRIVILEGE

Provision of the act of June 30, 1914, making appropriations for the United States Department of Agriculture for the year ended June 30, 1915

All correspondence, bulletins, and reports for the furtherance of the purposes of the act approved May eighth, nineteen hundred and fourteen, entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July second, eighteen hundred and sixty-two, and the acts supplementary thereto, and the United States Department of Agriculture," may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General, from time to time, may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General (38 Stat. L. 415, 438).

In a letter to the Secretary of Agriculture, dated April 28, 1915, the Postmaster General ruled that the above proviso "is regarded as permanent legislation."

REGULATIONS AND RULINGS OF THE POST OFFICE DEPARTMENT

The Postal Laws and Regulations, edition of 1924, contains the following section:

491. All correspondence, bulletins, and reports for the furtherance of the purposes of the act approved May 8, 1914 (see paragraph 2 of this section), entitled "An act to provide for cooperative agricultural extension work between the agricultural colleges in the several States receiving the benefits of an act of Congress approved July 2, 1862, and the acts supplementary thereto, and the United States Department of Agriculture," may be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster General from time to time may prescribe, by such college officer or other person connected with the extension department of such college as the Secretary of Agriculture may designate to the Postmaster General. (Act of June 30, 1914.)

2. There may be inaugurated in connection with the college or colleges in each State now receiving, or which may hereafter receive, the benefits of the act of Congress approved July 2, 1862 * * * (12 Stat. 503), and the act of Congress approved August 30, 1890 (26 Stat. 417), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture. * * * Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise. (Act of May 8, 1914.)

3. Upon designation to the Postmaster General by the Secretary of Agriculture of a college officer or other person connected with the extension department of a State agricultural college receiving the benefits of the act of July 2, 1862, and the acts supplementary thereto, by whom the correspondence, bulletins, and reports mentioned in paragraph 1 of this section are to be transmitted, the Third Assistant Postmaster General shall authorize the postmaster at the post office where the extension department of such college is located to accept from the officer or person so designated such correspondence, bulletins, and reports for free transmission in the mails.

4. In the upper left corner of the envelope or wrapper containing such correspondence, bulletins, or reports shall be printed over the words "Free—Cooperative Agricultural Extension Work—Acts of May 8 and June 30, 1914," the name of the agricultural college and the name of the post office at which the matter is to be accepted free, followed by the name and title of the college officer or person designated to transmit such matter, and in the upper right corner the words "Penalty for private use to avoid payment of postage, \$300." The designated college officer or person is not authorized to furnish such envelopes for use as return envelopes by individuals or concerns from whom replies are requested.

5. Only such correspondence, bulletins, and reports as are for the furtherance of the purposes of the act of May 8, 1914, set forth in paragraph 2 of this section, and are mailed at the authorized post office by the college officer or other person duly designated may be transmitted free under the provisions of this section. All such correspondence, etc., to be entitled to free transmission, must be conducted under the name of such designated college officer or person. Correspondence with autograph signature may be mailed sealed, but all other matter shall be presented unsealed.

6. When in doubt as to whether any particular matter presented for mailing under the provisions of this section is entitled to be transmitted free, the postmaster shall submit a sample to the Third Assistant Postmaster General, Division of Classification, and pending decision may dispatch the matter if the sender makes a deposit to cover the postage at the proper rate. The deposit will be refunded if the matter is held to be entitled to free transmission.

USE OF THE PENALTY PRIVILEGE BY COOPERATIVE EXTENSION EMPLOYEES

As promulgated by the Third Assistant Postmaster General, March 1, 1926

1. The law, embodied in section 485, Postal Laws and Regulations, restricts the use of penalty envelopes to "officers of the United States Government" solely for the purpose of transmitting in the mails free of postage "matters relating exclusively to the business of the Government of the United States." As employees of the United States Department of Agriculture, Extension Service, cooperative extension agents, such as county agents, county home demonstration agents, county club leaders or agents and the State leaders of such agents, farm management demonstrators, and farm forestry agents, are officers of the United States Government and are entitled to use penalty envelopes in sending matter in the mails free of postage in pursuance of their duties as employees of the Department of Agriculture.

2. The fundamental viewpoint to be considered is that such employees have the right to use penalty envelopes, cards, or labels only because they are employees of the United States Department of Agriculture. They should exercise the penalty privilege only for matters arising in connection with those extension enterprises which are covered by the terms of their commissions from the Department of Agriculture. Such persons may not use penalty envelopes, cards, or labels to transmit free in the mails matters sent in behalf of the agencies or institutions (such as the State department or college of agriculture, farm bureau, etc.) with which the United States Department of Agriculture is cooperating and on which such agencies or institutions should properly pay postage.

3. All matter mailed free by cooperative extension employees should bear a heading which clearly indicates the participation of the United States Department of Agriculture in the work undertaken. The approved form for such heading is as follows, and may be adapted to meet the needs of each State and county:

COOPERATIVE EXTENSION WORK

IN

AGRICULTURE AND HOME ECONOMICS

STATE OF (MASSACHUSETTS)

State Agricultural College,
U. S. Department of Agriculture,
(Other State or county organization)
Cooperating

Extension Service,
County Agent Work,
(Springfield, Mass.)

4. Section 485, Postal Laws and Regulations, prescribes the particular indicia which shall appear on penalty envelopes. Those furnished by the Department of Agriculture for use by its employees in cooperative extension work bear the following indicia:

U. S. Department of Agriculture
Extension Service
Division of Cooperative Extension
Washington, D. C.

Penalty for Private Use to Avoid
Payment of Postage, \$300.

Official Business

No other matter, such as an employee's local return card, etc., should be added, but the envelopes should be used as furnished by the Department of Agriculture.

5. Matter to be mailed free by agricultural extension employees should consist, in the main, of the giving of instructions and demonstrations in agriculture and home economics, imparting information in regard thereto, announcing meetings called by the employees for such purposes, and otherwise promoting cooperative extension work as a Federal project. This embraces matter such as the following:

(a) Bulletins, pamphlets, etc., issued by the United States Department of Agriculture.

(b) Official correspondence with the Department of Agriculture, leaders or directors within the State, supervising agents and other field employees of

that department engaged in similar work, relating entirely to official business for which the sender received the Federal appointment.

(c) Letters of instruction to farmers who are carrying on demonstrations.

(d) Notices of meetings to be held in furtherance of cooperative extension work as a Federal project and of special demonstrations for the purpose of giving information to farmers or their families relative to demonstrations conducted under the supervision of the employees.

(e) Advice to farmers and their families in answer to inquiries regarding some feature of agriculture or home economics promoted by the employee in his capacity as a Federal employee.

(f) Bulletins, pamphlets, etc., issued by State agricultural colleges or experiment stations containing valuable information on agriculture and home economics which an employee desires to furnish to particular persons who have made requests for such information or with whom he is conducting some demonstration or special work, when accompanied with a letter of transmission signed by him with his official title.

(g) Other matter strictly promoting cooperative extension work as a Federal enterprise.

6. Penalty envelopes should not be used in mailing any private matter whatever, and the entire contents of letters, circulars, etc., mailed free should relate exclusively to cooperative extension work in agriculture or home economics as a Federal project. Cooperative employees should not use penalty envelopes in conducting actual service work, such as:

(a) Buying or selling products for individual farmers, dealers, shippers, etc., or groups of farmers, etc.

(b) Recommending products of particular firms or individuals.

(c) Sending for catalogs, price lists, seed, implements, etc., for farmers, etc.

(d) General distribution of bulletins, circulars, or other printed matter of colleges or stations or other organizations.

(e) Distributing commercial, religious, or political announcements or advertisements.

(f) Soliciting membership or funds for the support of any organization or association.

(g) Sending out notices of meetings of organizations of farmers or business men.

(h) Sending out indiscriminate announcements of farmers' meetings.

(i) Relieving organizations, institutions, or other agencies from paying postage on matter issued in the interest of such organizations, institutions, or other agencies and which is properly chargeable with postage.

(j) Promoting any organization with functions other than the promotion of cooperative or departmental extension work in agriculture or home economics.

(k) Mailing newspapers or periodicals or publications similar thereto.

(l) Sending catalogs or announcements of State, county, or other fairs, or prize lists of such fairs or other prizes.

(m) Mailing matter relating to any meeting, services, project, etc., in connection with which money is required to be paid.

(n) Promoting any enterprise other than Federal cooperative extension work.

7. (a) Correspondence with autograph signature of an agricultural extension employee may be mailed sealed, but all other matter must be left unsealed and should be mailed only at the post office designated for that purpose.

(b) Letters and circulars mailed free by cooperative extension employees should not be signed by any person except an authorized agent of the United States Department of Agriculture, who should affix, in addition to his name, his official title indicating in what capacity he is an officer of the United States Government and thereby entitled to use the penalty privilege.

8. (a) Cooperative extension employees may not use penalty envelopes in promoting the interests of local, county, State, or national farm organizations, except those which are organized for the exclusive purpose of promoting cooperative or departmental extension work in agriculture or home economics.

(b) When circulars, letters, etc., which in fact relate to the business of the Government of the United States are to be mailed free by such employees, the salutation, contents, and complimentary ending thereof should not be in such form as to indicate that the matter relates to the business of a private organization or agency.

(c) All matter mailed free should be prepared in such manner as clearly to indicate that the subject matter relates to an enterprise for the furtherance of which the employees received their commissions.

9. The provisions of section 491, Postal Laws and Regulations, in regard to the free mailing privilege accorded directors of the extension division of State agricultural colleges do not apply to county agents, home demonstration agents, or other agricultural extension employees of the United States Department of Agriculture. This also applies to sections 492 and 493, Postal Laws and Regulations, pertaining to the free mailing privilege of directors of agricultural experiment stations.

10. Correspondence of an informational character preliminary to the establishment of local organizations such as livestock, wool, and other marketing associations, etc., designed to promote cooperative agricultural extension work in agriculture and home economics may be mailed free, but when such an association begins to function its activities should then be handled by its own officers, and correspondence in regard thereto is no longer entitled to be mailed free but should be sent under postage. In other words, cooperative extension employees may use penalty envelopes for mailing matter free in order to show the farmers how to organize, but it is not their function to act as business agents of the farmers or as agents of cooperative marketing or other organizations.

11. (a) Cooperative extension employees are not entitled to send out circulars of inquiry in penalty envelopes unless they are instructed to do so by the director of cooperative extension work in their State, and penalty envelopes, tags, or labels should never be furnished to farmers or others to be used in sending any commodity through the mails.

(b) A self-addressed penalty envelope or card bearing the reply address of the authorized employee of the United States Department of Agriculture who furnishes it may be sent out to farmers and other persons from whom official information is desired, provided such information is to be used strictly in furtherance of the work for which the employee received the Federal appointment. Caution should be used in this respect for fear of the abuse of the privilege by uninstructed individuals.

12. In order to be mailable in penalty envelopes, material relating to boys' and girls' club work should bear the heading prescribed in paragraph 3 of this circular and be prepared in such manner as to emphasize primarily the demonstrational features of such work, and any mention of social activities, such as picnics, parades, baseball games, hay rides, etc., must be merely incidental thereto. It should be made clear that the purpose of such social activities is to reinforce the demonstrations being conducted.

13. Penalty envelopes may not be used to send in the mails a publication similar to a newspaper or other periodical within the commonly understood meaning of that term. Such material may be printed as newspapers and entered as second-class matter under the act of March 3, 1879, embodied in section 394 of the Postal Laws and Regulations, which extends the second-class mailing privilege to publications which have a "legitimate list of subscribers" and are not "designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates." Application for such entry should be made on form 3501, which may be obtained from the postmaster.

14. The mere wording of circulars, letters, etc., does not determine their mailability free of postage. The purpose of the employees in sending the matter, the circumstances and conditions under which it is being sent, as well as the subject matter thereof, should be considered in determining what matter is entitled to be mailed free, and only such matter as relates to their work as employees of the United States Department of Agriculture should be so mailed. In order to avoid confusion and misunderstanding and to eliminate the indiscriminate use of penalty envelopes, postmasters should submit specimens of all doubtful matter to the Third Assistant Postmaster General, Division of Classification, Washington, D. C., for examination and determination as to their mailability free under the penalty privilege.

7
✓
2 of 1